



<b>POLICY TITLE: Temporary Licensing of Foster Homes for Kin</b>		<b>PAGE 1 OF 6</b>
<b>CHAPTER</b>		
	<b>CHILD AND FAMILY SERVICES AGENCY</b>  <b>Approved by:</b> _____ Signature of Agency Director	<b>PROFESSIONAL STANDARDS</b>  <b>See Section VIII.</b>
<b>EFFECTIVE DATE:</b> October 26, 2005	<b>LATEST REVISION:</b> October 26, 2005	<b>REVIEW BY LEGAL COUNSEL:</b> Yes

<b>I. AUTHORITY</b>	<p>The Director of the Child and Family Services Agency (CFSA) adopts this policy to be consistent with the Agency's mission and applicable federal and District of Columbia laws, rules and regulations, including: The Child and Family Services Agency Establishment Amendment Act of 2000, D.C. Law 13-277 (eff. April 4, 2001); the Youth Residential Facilities Licensure Act of 1986, D.C. Law 6-139 (eff. 8/13/86, D.C. Official Code § 7-2101 <i>et seq.</i>); 29 DCMR Ch. 60, "Foster Homes"; 42 USC § 671(a)(10); 45 CFR § 1355.20(a); <i>LaShawn</i> Modified Final Order (November 18, 1983), esp. §§ VI.A.6, VI.F, and XV.F.; <i>LaShawn</i> Implementation Plan (April, 2002), esp. §§ VI and XV.</p>
<b>II. APPLICABILITY</b>	All Agency staff and contracted personnel.
<b>III. RATIONALE</b>	<p>The removal of children from their homes, particularly surrounding evidence and circumstances indicating abuse and neglect, is traumatic for them. Exploring appropriate placements that reduce the trauma of separation from parents, siblings, and other significant persons and which promote safety, permanence, and well-being is an essential Agency function. Placement with kin can be beneficial in many ways and, when in the best interests of the child, should be the preferred alternative to non-kin foster care placements. Kinship placements have the potential to provide children with an environment that maintains cultural and family connections, familiarity, stability, and enduring loving relationships.</p> <p>Although kinship placements are preferable, there can be risks and/or unintended consequences for children if the placements are not made carefully. To assure that each child in its care and custody has a placement that meets their needs for safety, permanence, and well-being, CFSA has developed and standardized licensing requirements for foster care placements. Generally, unlike non-kin foster parents, kin foster parents do not seek advance licensure to become a placement resource. Consistent with the dynamic nature of many at-risk family systems and given the need for children to be removed from their homes on an emergency basis, CFSA has instituted a contingency process for temporary licensure of foster homes for kin to facilitate the immediate placement of children in the least restrictive, most familial settings that affords assigned caregivers and Agency staff with the opportunity to address myriad needs associated with potential or actual abuse and neglect situations.</p>

<b>IV. POLICY</b>	In order to assure the same level of protection for all children who are placed in out-of-home care, kin foster parents are subject to licensure requirements in accordance with the same laws and regulations established for and applicable to non-kin foster homes. To facilitate its goals of expediting placement of children with kin in exigent situations, CFSA has established a process for temporary licensure of foster homes for kin residing within the District of Columbia. A temporary license may be issued to an eligible kin foster home consistent with the procedures described below.
<b>V. CONTENTS</b>	<b>A.</b> Criteria for Temporary Licensure of Foster Homes <b>B.</b> Process for Temporary Licensure of Foster Homes <b>C.</b> Renewal Process <b>D.</b> Suspension/Revocation of License
<b>VI. ATTACHMENTS</b>	<b>A.</b> Definitions <b>B.</b> Relative's Affidavit <b>C.</b> Preliminary Assessment Tool
<b>VII. PROCEDURES</b>	<p><b>Procedure A: Criteria for Temporary Licensure of Foster Homes</b></p> <p>Prior to placing a child in foster care, the social worker may place a child with a kin provider who has received a temporary foster home license. The safety, health, and well-being of the child, as well as the child's best interest, shall guide the placement decisions.</p> <ol style="list-style-type: none"> <li>1. A child may be placed with kin if the kin has a valid license to operate a foster home.</li> <li>2. CFSA may issue a temporary license to operate a foster home only if: <ol style="list-style-type: none"> <li>a. The applicant is kin to each foster child who would be placed in her or his home;</li> <li>b. The applicant resides within the District of Columbia;</li> <li>c. The applicant has submitted an application for a license to operate a foster home;</li> <li>d. The applicant has: <ol style="list-style-type: none"> <li>i. Received a satisfactory criminal records checks from the Interstate Identification Index System, also known as the National Crime Information Center (NCIC);</li> <li>ii. Applied for a criminal records check (FBI and local police clearances) in accordance with 29 DCMR § 6008;</li> <li>iii. Received a satisfactory Child Protective Register (CPR) check in accordance with 29 DCMR § 6009;</li> <li>iv. Received a satisfactory safety assessment of the prospective foster home; and</li> <li>v. Demonstrated the willingness and ability to provide a safe and secure environment for a foster child.</li> </ol> </li> </ol> </li> </ol>

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	<p>3. There exist exigent circumstances. Exigent circumstances exist if a child:</p> <ul style="list-style-type: none"> <li>a. Must be removed from the home immediately because of suspected or substantiated child abuse or neglect;</li> <li>b. Is in the CFSA's custody and must be removed from the placement immediately; or</li> <li>c. Has been removed from the home because of child abuse or neglect. <ul style="list-style-type: none"> <li>i. A petition alleging neglect of the child has been filed before the Family Division of the Superior Court of the District of Columbia; and</li> <li>ii. A disposition of the neglect petition has not yet occurred.</li> </ul> </li> </ul> <p>4. All persons 18 years of age or older residing in the prospective foster home shall also have:</p> <ul style="list-style-type: none"> <li>a. Received a satisfactory criminal records checks from the NCIC;</li> <li>b. Applied for a criminal records check (FBI and local police clearances) in accordance with 29 DCMR § 6008;</li> <li>c. Received a satisfactory CPR check in accordance with 29 DCMR § 6009;</li> </ul> <p>5. CFSA may only issue a temporary license to operate a foster home to an individual who is kin to the child. An individual is kin to a foster child if the individual is at least 21 years of age and either:</p> <ul style="list-style-type: none"> <li>a. A relative of the foster child by blood, marriage, or adoption; or</li> <li>b. An individual, identified by a relative of the foster child by blood, marriage, or adoption, in a sworn affidavit, to have close personal or emotional ties with the foster child or the foster child's family which pre-dated the foster child's placement with the individual. See <i>Attachment B</i>.</li> </ul> <p>6. A foster child who is not kin to the foster parent shall not be placed in a foster home that has temporary license.</p>
	<p><b>Procedure B: Process for Temporary Licensure of Foster Homes</b></p> <p>When a child must be removed from the custody of a parent or caregiver, the placing social worker shall be responsible for identifying, contacting, interviewing and preliminarily screening any kin who might be willing and able to care for the child until the parent is able to resume that responsibility. Based on the information collected by the placing social worker, it is the responsibility of the Office of Licensing and Monitoring (OLM) Licensing Division to determine whether to grant or deny a temporary license.</p> <p>1. Each kin foster parent shall be subject to the same licensing standards, including foster parent training, that apply to a non-kin foster home.</p>

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	<p>2. A preliminary assessment of each potential applicant and the home environment shall be performed by the placing social worker as soon as the need for placement is recognized. At the conclusion of the preliminary assessment, the placing social worker shall determine which, if any, potential applicant(s) shall be referred to the OLM to be considered for a temporary license.</p> <p>3. The preliminary assessment shall consist of:</p> <ul style="list-style-type: none"> <li>a. Identification of potential applicants by the parent, other kin, child, and others who may know the identity of kin who may be interested in being foster parents for the child;</li> <li>b. An assessment of the potential applicant's willingness and ability to provide a safe and secure environment for the foster child, including: <ul style="list-style-type: none"> <li>i. The potential applicant's physical, mental, and emotional capability to meet the child's needs;</li> <li>ii. The potential applicant's willingness to take responsibility for providing care for the child;</li> <li>iii. The potential applicant's willingness to accept the terms under which the placement would be made;</li> <li>iv. The potential applicant's willingness to support the goals established for the child and family, and willingness to work with the agency as a partner in the concurrent permanency planning process;</li> <li>v. The potential applicant's independent financial resources so that the immediate placement will not result in an undue financial burden;</li> <li>vi. The potential applicant's willingness to work cooperatively with CFSA to achieve permanence for the child who is being considered for placement in his or her care;</li> <li>vii. Whether the family and child, if over three years of age, are comfortable with the potential applicant and can have a positive, ongoing relationship with the potential applicant;</li> <li>viii. Whether the potential applicant has a network or support system that will assist her or him if an emergency should arise (this information shall be documented in the safety plan and assessment, if placement is approved); and</li> <li>ix. Whether the potential applicant will agree to work with the Agency to make certain that the visitation plan will be executed as outlined by the Agency in the <i>Visitation Policy</i>.</li> </ul> <p style="text-align: center;"><i>Also See Relationship with Resource Parents Policy</i></p> <li>c. A safety assessment of the potential applicant's home to see if it provides a safe and healthy environment for the child. See <i>Attachment C</i>.</li> </li></ul> <p>4. If, based on the preliminary assessment, the placing social worker determines that the potential applicant may be an appropriate temporary foster parent for the child, the placing social worker shall refer the potential applicant to the OLM Program Manager for possible licensure. Referral is made by completing a referral packet and hand-delivering it to the OLM Program Manager.</p>
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	<p>5. If, based on the preliminary assessment, the placing social worker determines that the potential applicant would not be an appropriate temporary foster parent for the child, the placing social worker shall inform the potential applicant and not refer the potential applicant to the OLM. If the potential applicant still wants to be considered as a foster parent, she or he may apply to be a foster parent through OLM. The potential applicant may not appeal the placing social worker's determination that the potential applicant would not be an appropriate temporary foster parent.</p> <p>6. The referral packet shall consist of:</p> <ol style="list-style-type: none"> <li>The placing social worker's Clinical Assessment Narrative;</li> <li>Completed and signed foster parent application;</li> <li>Results of Child Protection Register checks, made in accordance with 29 DCMR § 6008, for the applicant and all individuals 18 years of age or older residing in the home;</li> <li>Results of NCIC checks for the applicant and all individuals 18 years of age or older residing in the home;</li> <li>Results of criminal records checks, made in accordance with 29 DCMR § 6009, for the applicant and all persons for the applicant and all individuals 18 years of age or older residing in the home;</li> <li>Completed and signed Relative's Affidavit (when applicable); and</li> <li>Results of the assessment of the potential applicant's willingness and ability to provide a safe and secure environment for the child; and</li> <li>Results of the safety assessment of the applicant's home.</li> </ol> <p>7. The placing social worker shall submit the completed referral packet to his or her supervisor for review and approval. All completed referral packets shall have the appropriate authorizing signatures prior to submission to the OLM Program Manager.</p> <p>8. The complete referral packet shall be hand-delivered to OLM Program Manager or designee for review and evaluation of the placement for appropriateness no later than 15 calendar days from initiation of the preliminary assessment process.</p> <p>9. Following a review of the referral packet, and any additional information she or he deems necessary, the OLM Program Manager shall determine whether to grant or deny the temporary license no later than two (2) business days of receipt of the complete referral.</p> <p>10. If the decision is to grant the temporary license, the temporary license shall be issued immediately. The OLM Program Manager shall assign the licensing referral to a social worker in the Adoption/Foster Care Training Units for initiation of licensing activities, and notify the placing social worker of the issuance of the temporary license and approval the home for placement no later than two (2) business days of receipt of the complete referral.</p>
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	<p>11. Except as provided in Procedure C, below, the temporary license shall expire 120 days from the date of issuance. During that time, the full licensing process, including foster parent training shall be completed.</p> <p>12. If the decision is to deny the temporary license, the OLM Program Manager shall notify the applicant in writing of the Agency's decision, the reason for denial. The OLM Program Manager shall notify the placing social worker no later than two (2) business days of receipt of the complete referral.</p> <p><i>Note: The applicant <b>does not</b> have the right to appeal the decision to deny a temporary license.</i></p>
	<p><b>Procedure C: Renewal Process</b></p> <p>1. Under the following conditions, the temporary license may be renewed on a one-time basis not to exceed 90 days from the expiration date of the original temporary license:</p> <ol style="list-style-type: none"> <li>The applicant has made a good faith effort to comply with all elements of the foster home licensing process (e.g. the applicant has been cooperative and has submitted all required paperwork, but is awaiting the completion of inspections or the return of clearances);</li> <li>Renewal is needed to complete the licensing process;</li> <li>The licensing process is not completed for a reason that is beyond the control of the applicant; and</li> <li>The applicant has otherwise complied with the foster home licensing requirements.</li> </ol>
	<p><b>Procedure D: Suspension or Revocation</b></p> <ol style="list-style-type: none"> <li>The process for suspension or revocation of a temporary license shall be the process for suspension or revocation set forth in 29 DCMR Ch. 60.</li> <li>The Office of General Counsel shall be contacted prior to the suspension or revocation of a temporary license.</li> </ol>

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## ATTACHMENT A

As used in this policy, the following words have the meanings indicated:

**Affidavit:** A written statement signed under oath (which may include signature in the presence of a notary) that:

- a. Is made on personal knowledge;
- b. Sets forth facts that would be admissible in evidence; and
- c. Shows affirmatively that the individual signing is competent to testify to the matters stated in the affidavit

**Applicant:** The person(s) applying to be licensed as a foster parent, including as appropriate the person applying for a temporary license, under 29 DCMR Ch. 60.

**Kin:** When referring to kin of a foster child, an individual who is at least 21 years of age and either:

- a. A relative of the foster child by blood, marriage, or adoption; or
- b. An individual, identified by a relative of the foster child by blood, marriage, or adoption, in a sworn affidavit, to have close personal or emotional ties with the foster child or the foster child's family which pre-dated the foster child's placement with the individual

**Safety assessment:** An assessment of an applicant's residence, including but not limited to its general physical environment, sanitation and external environment.

**Temporary license:** A license to operate a foster home for a temporary period issued to a foster home that has complied with the requirements of 29 DCMR § 6027.



**Child & Family Services  
Agency**  
400 6<sup>th</sup> Street, SW  
Washington, D.C. 20024

### **RELATIVE'S AFFIDAVIT**

I, [affiant] state that the following is true to the best of my knowledge, information and belief:

1. I am [relationship] by [select one: blood, marriage or adoption] of [child].

[child] is a [sex] who was born on [dob] in [place of birth].

2. [child] currently resides in the approved kinship foster care home of [kinship foster parent] at \_\_\_\_\_.

3. [kinship foster parent] is the mother of my child, \_\_\_\_\_, who resides with [kinship foster parent] at the above address.

4. [kinship foster parent] has known [child] at least since [child] was around two (2) years of age. At that time, [child] resided in the home of her grandmother. [child] would come to [kinship foster parent] on most weekends to play with \_\_\_\_\_. [child] would stay with [kinship foster parent] most of the weekend, and [kinship foster parent] would be responsible for [child's] care. I know this because I resided with [kinship foster parent] at the time.

5. The connection between [kinship foster parent] and [child] continued even after the District removed [child] from her grandmother's home and placed her in foster care. [child] would continue to come to [kinship foster parent] home on weekends.



6. [kinship foster parent] has close personal and emotional ties with [child] and with [child's] family, and those ties pre-dated [child's] placement in [kinship foster parent] home.

7. I hereby swear or affirm that the contents of this Relative's Affidavit are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
[full name]

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**ASSESSMENT TOOL FOR PLACEMENT OF CHILDREN IN KINSHIP HOME**

Date of Evaluation \_\_\_\_\_  
Name(s) of Prospective Kinship Provider \_\_\_\_\_

\_\_\_\_\_  
Mother's last First Date of Birth

\_\_\_\_\_  
Father's last First Date of Birth

Social Security Number \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Mother Father

Complete Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_  
Mother

\_\_\_\_\_  
Father

Names of Occupant(s) in the Home	Date of Birth	Sex	Relationship to provider(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names of Children for Placement	Date of Birth	Sex	Relationship to provider (s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of structure

- A. House  
1.) \_\_\_ Attached \_\_\_ Detached Duplex \_\_\_ Duplex  
2.) \_\_\_ Number of Stories (including basement/finished basement)  
B. Apartment/Floor \_\_\_\_\_  
C. Other (specify) \_\_\_\_\_

Description of Facility Room	Size	Location	Function

Total Number of Fire Extinguishers \_\_\_\_\_  
Total Number of Smoke Detectors \_\_\_\_\_

	Y	N	Comment
Home free of fire hazard	_____	_____	_____
Home maintained in a safe and sanitary condition	_____	_____	_____
Temperature Maintained at an adequate level	_____	_____	_____
Sufficient lighting in all rooms	_____	_____	_____
Sufficient ventilation in all rooms	_____	_____	_____
Medications, poisonous chemicals and hazardous	_____	_____	_____
Cleaning materials kept out of reach of children	_____	_____	_____
Home and premises free of vermin	_____	_____	_____
Working telephone accessible	_____	_____	_____
Plumbing in working order	_____	_____	_____
One bed/crib for each child	_____	_____	_____
Adequate linens/bed coverings and pillows for each child	_____	_____	_____
Adequate amount of food in the home	_____	_____	_____
First Aid Kit available in the home	_____	_____	_____

Does the potential provider or anyone else residing in the home have any medical or mental health conditions that would negatively impact their ability to provide care for the child \_\_\_\_\_

Do the pets in the home (if applicable) have current vaccinations \_\_\_\_\_

	Results	Date Received
Police clearances available on all household members _____ Eighteen years of age and older	_____	_____
FBI clearances available or in process on all household members _____ Eighteen years of age and older	_____	_____
CPS Register clearances available on all household _____ Members eighteen years of age and older	_____	_____

Amount of Household Income \_\_\_\_\_  
Source of Household Income \_\_\_\_\_  
Approximate monthly expenses \_\_\_\_\_

## CLINICAL ASSESSMENT ISSUES

When assessing a prospective kinship caregiver, the social worker will provide a **clinical social assessment narrative** addressing the following areas:

- A. The relationship of the child and the relative
- B. The relationships of the parents with the relative
- C. The willingness of the relative to accept the child into his/her home
- D. The likelihood that this placement will ease the child's trauma of separation from the parent
- E. The willingness and ability of this relative to protect the child from further abuse, punishment, and, in cases of sexual abuse, from pressure by family members to recant
- F. The willingness of this relative to follow CFSA or Court Orders related to the placement (i.e. visitation, therapy, school placement, medical treatment, discipline).
- G. The child-rearing practices of the prospective caregiver, and the likelihood that those family dynamics which contributed to the abusive or neglectful situation will be operating in the kinship home;
- H. The healthy, safe, and nurturing environment of the kinship home
- I. The health condition of the kinship parent
- J. The strengths and weaknesses of the kinship family and
- K. The proposed caregiver's understanding of the expected duration of the placement
- L. The family and children, if age appropriate, are comfortable with the prospective placement and can have a positive, ongoing relationship with the potential kinship caregiver
- M. The prospective kinship caregiver has a network or support system
- N. The prospective kinship caregiver agrees to work with the agency to insure that the visitation plan will be executed as outlined by the agency

Name and Phone Number of Social Worker performing assessment \_\_\_\_\_

Name and Phone Number of Child's Social Worker \_\_\_\_\_  
(If assessment being conducted by Intake Worker, Intake workers name should be used)

**\*\*Indicate with a (X)**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

**Reason** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Workers Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*\*Please attach copies of the following information:**

- A. Police Clearances
- B. Child Abuse Clearances
- C. Copy of the Letter Indicating the Initiation of FBI Clearance(See Attached)
- D. Social Worker's Clinical Assessment Narrative